



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 11 - 044

OPEN TO: All Interested Candidates/All Sources

POSITION: Real Property Assistant, FSN-7; FP-7
(Salary approx. Tk. 40,000 per month)

OPENING DATE: June 6, 2011

CLOSING DATE: June 19, 2011 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of **Real Property Assistant** in the Real Property Unit of the General Services Office (GSO).

BASIC FUNCTION: The incumbent monitors residential make-ready process, check-in and check-out process for incoming and outgoing American employees. Keeps close contact with utility companies to procure services. The incumbent also prepares lease agreements, lease renewal notices, fund reservation requests, drafts letters and memorandum. Works as the liaison between landlord and tenant to make necessary improvements and repairs to



the landlord's houses/apartments. Conduct housing market survey and locate suitable houses/apartments for U.S. Mission.

MAJOR DUTIES AND RESPONSIBILITIES:

✚ Manages Mission's leasing program in strict accordance with the Department's regulations. Responsible to work as a team member for the management of the housing/leasing program which encompasses more than 88 residential quarters, one leased office location, three Government-owned (GO) properties, one long-term lease, and a \$4 million annual budget. Assists Real Property Supervisor in finding suitable residences to be included in the housing pool, as needed. Fields and assists General Services Office (GSO) in resolving occupants' concerns, complaints and problems. Assists Facility Manager/Residential Maintenance unit in scheduling projects involving minor construction and renovation prior to acceptance of a leased property and restoration of the property before termination of the lease. Coordinates with the landlord/contractor and follows up the renovation work to maintain USG standard. Assists in preparation of necessary documents for acquisition of new property or lease renewal. Drafts and prepares lease agreement, lease renewal, memos/correspondence and fund reservation requests as appropriate for Mission leases (office or residential). Prepares rental vouchers to submit to Financial Management Center (FMC) and USAID/Financial Management for payment. Prepares necessary documents to support GSO for Inter Agency Housing Board meeting.

✚ Procures public utility services which include electricity, gas, water and sewage for Embassy offices and the residences of direct-hire Americans. Collects electric and water meter reading from all residences and functional properties every month. Prepares spreadsheets and submits it to the respective companies for billing. Collects official utility bills monthly from the respective companies, determines accuracy of billing and prepares vouchers for payment. Handles all utility service problems through effective liaison with host government offices, including Dhaka City Corporation, RAJUK, DESA, WASA, and Titas Gas. Works as the liaison between landlord and tenant to make necessary improvements and repairs to the houses/apartments. Coordinating with the occupants schedules, prepares e-service request, work authorizations and also monitors the repair and maintenance works.

✚ Monitors residential make-ready process and reports to the Real Property Supervisor any problems that might impact the timely completion of the make-ready schedule. Coordinates with Accountable Property Unit, Housing Maintenance Unit, Security Office, Information Resource



Management and other related offices regarding inspections and make-ready completions to ensure that the process is completed on time. Conduct check-in and check-out inspections. Initiates the paperwork to remind landlords when exterior painting is due. Coordinating with the occupants and landlords, schedules, prepares work authorizations and also monitors the painting job.

✚ Assists in the preparation of real estate reports, including updating Real Property Application (RPA). Update cost data, house list and housing profile. Assists in the preparation of annual housing survey report. Updates all house-related files, including utility payment files to hand them over to the landlord after termination of the leases. Drafts waiver cable for over size and over cost residences when needed.

✚ On a regular basis, visits all construction sites that neighbor our residences. Determines whether or not there are safety hazards or security problems and reports accordingly. Negotiates with construction companies and employees to resolve any identified issues. Reports to the GSO and Real Property Supervisor on his/her findings and escalated issues that cannot be resolved and provides suggestions for resolution of such problems. Communicates the results of his/her visits with our affected customers. Addresses customer complaints, coordinates with Maintenance, Procurement, and Accountable Property Units and takes necessary action. Surveys local rental market to identify potential housing that will meet Embassy criteria and fall within OBO's price and space guidelines. Develops and maintains reports on these surveys to be used by the Real Property Supervisor and GSO in their discussions with OBO and senior management on the real estate market. Manages and documents the annual housing survey with the real estate agents.

QUALIFICATIONS REQUIRED:

- 1. Education:** A Bachelor Degree in Science, Arts or Commerce is required.
(You must attach a copy of your bachelor's degree certificate along with your application form.)
- 2. Language Proficiency:** Level III (Good Working Knowledge) in English speaking/reading is required. Level IV in Bangla speaking/reading is required. English language proficiency will be tested.



- 3. Prior Work Experience:** Three years work experience where customer service, communication, negotiation, flexibility, and English and Bangla writing skills were required.
- 4. Knowledge:** A good working knowledge of local housing market, Utility systems and services, housing make-ready process, etc.
- 5. Skills and Abilities:** Should have good computer skills including MS Word, MS Excel, MS Access, Power Point etc.; able to type 30 words per minute. Must be tactful but effective in dealing with FSN and American employees and possess good judgment.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:



1. Form DS-174, “Universal Application for Employment as a Locally Employed Staff or Family Member” (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

Application Form

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) **A passport size photograph (taken within six months),**
- II) **A copy of Passport or Voter ID or Driver’s License, and**
- III) **A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212



All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling
- is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:



1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.



5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: June 19, 2011

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the

appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

HRO: x

FMO: x

MGT: x